

# RELEASE INSTRUCTIONS (RI) 47471

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WHC-CM-5-4

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TO:

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H6-08

TITLE: Laboratories Administration

RELEASE NO.: 062

DATE PREPARED: June 30, 1997

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*DA Isom*  
Signature

*7/3/97*  
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## INSTRUCTIONS

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	PAGES	REV	DATE	PAGES	REV	DATE
Table of Contents	1 - 6	61	06/19/97	1 - 6	62	06/30/97
Section 4.6, "Training Plan for HAS Laboratories RCRA Waste Management Units" PAGE CHANGE 1	21-22 23-24	2 2	04/30/97 04/30/97	21-22 23-24	2, Chg 1 2, Chg 1	06/30/97 06/30/97
Section 9.2, "Restricted Access Area Signage"	1 - 2	0	04/18/94	1 - 4	1	06/30/97

## IMPLEMENTATION NOTICE

(ROUTE A COPY OF THE IMPLEMENTATION NOTICE TO ALL USERS OF THIS COPY OF THE MANUAL)

Section 4.6, Quarterly update of Attachment A.  
Section 9.2, Revised to current operating conditions.



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Jean Feaster T6-03

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1.1	Safety Priority and Procedure Compliance Policy	5	05/13/97
<b>2.0</b>	<b>ORGANIZATION</b>		
NOTE:	The charter for Analytical Services may be found in WHC-CM-1, <i>Company Policies and Charters</i> .		
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	Canceled	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	Canceled	04/26/95
2.1.5	Office of Sample Management	Canceled	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	Canceled	07/06/95
2.1.7	Process Laboratories and Technology Charter	Canceled	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	Canceled	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	Canceled	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	Canceled	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	Canceled	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	Canceled	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	Canceled	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
2.3.6	222-S Production/Scheduling Charter	0	08/05/96

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3.1	Manual Administration	6	03/31/97
3.1-A	Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5)	Canceled	04/05/95
3.2	Out-of-Tolerance Report System	Canceled	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	Canceled	09/13/93
3.4	Data Package Preparation	Canceled	03/03/97
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	Canceled	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	Canceled	07/06/95
3.9	Laboratory Procedures	6	05/13/97
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	Canceled	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures (see LAP-111-000)	Canceled	11/03/95
3.12	Internal Audit Program (moved to 8.5)	Canceled	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	Canceled	06/12/96
3.14	Laboratory Sample Tracking	1	03/31/97
3.14-A	Laboratory Sample Tracking — Procedure	Canceled	08/15/94
3.15	Data Package Administrative Verification	1	03/31/97
3.15-A	Data Package Administrative Verification — Procedure	Canceled	08/15/94
3.16	Data Package Control Requirements and Procedure	3	03/31/97
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	Canceled	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	Canceled	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	Canceled	03/03/97
3.19	Sample Authorization Form (SAF) Issuance and Procedure Change 1	0, Chg 1	03/31/97

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3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96
3.29	Make or Buy Policy for Hanford Analytical Services Program	0	01/21/97
3.27	Hanford Analytical Services Long Range Planning Process	0	06/04/97
3.30	Analytical Services Acquisition Evaluation Procedure	0	01/21/97
<b>4.0</b>	<b>TRAINING</b>		
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4.2	Training Development and Maintenance	1	04/10/97
4.3	Training Administration Change 1 (5)	1	11/15/95 01/22/96
4.4	On-The-Job Training	4	05/01/96
4.5	Training Programs	2	09/11/95
4.6	Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units Change 1 (pages 21-24)	2 2, Chg 1	04/30/97 06/30/97
<b>5.0</b>	<b>PROCEDURES</b>		
5.1	Analytical Laboratory Procedures (renumbered 3.9)	Canceled	01/15/93
5.2	Supporting Documents	Canceled	09/15/92
5.3	Laboratory Directions	Canceled	09/15/92
5.4	Laboratory Test Programs	0	03/30/92
<b>6.0</b>	<b>CONDUCT OF OPERATIONS</b>		
6.1	222-S/WSCF Daily Operating Instructions/Standing Orders	1	09/15/95
6.2	222-S Lockout/Tagout Guidance (replaced by LAP-01-100, 222-S Lockout/Tagout Guidance)	Canceled	01/23/96
6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	8	04/10/97

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6.8	Lessons Learned Administration	0	01/22/96
6.9	Required Reading Change 1 (Page 2)	0	09/02/96 03/12/97
6.11	Logkeeping Practices (see LAP-12-100)	Canceled	04/10/97
6.17	Operator Aid Postings (Conduct of Operations, Chapter 17)	2	04/10/97
<b>7.0</b>	<b>RECORDS MANAGEMENT</b>		
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7.2	Laboratory Records System	1	02/19/97
<b>8.0</b>	<b>QUALITY ASSURANCE/QUALITY CONTROL</b>		
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8.2	Laboratory Instrument Calibration Control System	Canceled	08/05/96
8.3	Laboratory Quality Affecting Software Control System	1	08/15/94
8.5	Laboratory Assessments	0	08/15/94
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8.7	222-S Laboratory Management Assessments	1	04/30/97
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8.9	Management Assessment Program Change 1 (Pages 9, 11)	0	11/14/96 03/12/97
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10.0	<b>LABORATORY INSTRUMENTS</b>		
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11.4	Radiological and ALARA Performance Goals/Indicators	0	12/22/95
11.5	ALARA Training	0	12/22/95
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Laboratories RCRA Waste Management Units**

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Employee	Position	Worker Category
Perkins, L.F.	Manager 222-S Laboratory	General Manager
Dale, T.F.	Shift Operations Manager	BED, General Manager
Cook, M.A.	Shift Operations Manager	BED, General Manager
Walley, G.L.	Shift Operations Manager	BED, General Manager
Lindberg, M.J.	Shift Operations Manager	BED, General Manager
Greenough, K.J.	Shift Operations Manager	BED, General Manager
Hardy, D.B.	Shift Operations Manager	BED, General Manager
Kempf, P.F.	Building Operations Team Leader	BED, General Manager
Snyder, S.S.	Building Operations Team Leader	BED, General Manager
Blevins, D.G.	Work Control PIC	BED, General Manager
Jewett, J.R.	Manager, Process Chemistry	General Manager
Linn, P.I.	Manager, 222-S Rad Con	General Manager
Winters, W.I.	Manager, Analytical Technology	General Manager
Baird, W.W.	Manager, Standards Lab	General Manager
Tollefson, K.S.	Manager, Environmental Compliance	General Manager
Akita, R.	Manager, Hot Cell & Sample Preparation	General Manager
Prilucik, J.R.	Manager, Radiological Chemistry	General Manager
Fishback, A.L.	Team Lead	General Manager
Svancara, G.B.	Manager, Inorganic Chemistry	General Manager
Millward, G.E.	WSCF Building Operations Manager	Building Warden, General Manager
Messinger, L.S.	Plant Engineer, WSCF	Building Warden, General Manager
Southwick, D.M.	Plant Engineer, WSCF	General Manager, General Shipper, Waste Designator



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Employee	Position	Worker Category
Rollison, M. D.	Plant Engineer, WSCF	General Manager, General Shipper, Waste Designator
Shirley, S. K.	Plant Engineer	General Manager, General Shipper, Waste Designator

Employee	Position	Worker Category
Alexander, D.J.	Scientist, WSCF, HMC	General Manager, General Shipper, Waste Designator
Anastos, H.L.	Scientist	General Manager
Bachelor, P.P.	Scientist	General Manager
Ball, J.W.	Scientist	General Manager
Bechtold, D. B.	Scientist	General Manager
Beck, M.A.	Scientist	General Manager
Benally, A.B.	Scientist	General Manager, Waste Designator
Boom, R. J.	Plant Engineer	General Manager
Carlson, D.D.	Scientist	General Manager
Catlow, S.A.	Scientist	General Manager
Crawford, B.A.	Scientist	General Manager
Fitzgerald, S.L.	Scientist	General Manager
Frye, J.M.	Scientist	General Manager
Fuller, R.K.	Scientist	General Manager
Griffin, B.	Scientist	General Manager
Hansen, D.R.	Scientist	General Manager
Harris, J.A.	Plant Engineer	General Manager, General Shipper
Herting, D.L.	Scientist	General Manager
Hey, B.E.	Scientist	General Manager
McClusky, J.M.	Scientist	General Manager
Morrison, J.A.	Plant Engineer	General Manager, General Shipper
O'Rourke, J.F.	Scientist	General Manager
Parong, S.M.	Scientist	General Manager

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Employee	Position	Worker Category
Relyea, J.F.	Scientist	General Manager
Schroeder, R.W.	Scientist	General Manager
Troyer, G.L.	Scientist	General Manager
Warwick, G. J.	Plant Engineer	General Manager

Employee	Position	Worker Category
Bee, S.K.	Chem Tech	Advanced General Worker
Campbell, M.R.	Chem Tech	Advanced General Worker
Dunham, D.C.	Chem Tech	Advanced General Worker
Franz, M.	Chem Tech	Advanced General Worker
Frazier, T.A.	HMC Chem Tech	Advanced General Worker
Fulton, S.M.	Chem Tech	Advanced General Worker
Griffin, D.G.	Chem Tech	Advanced General Worker
Guajardo, E.	Chem Tech	Advanced General Worker
Hammitt, G.J.	Chem Tech	Advanced General Worker
Hansen, P.A.	Chem Tech	Advanced General Worker
Heagney, M.S.	HMC Chem Tech, WSCF	Advanced General Worker
Hughes-Standley, L.M.	HMC Chem Tech	Advanced General Worker
Jones, R.C.	Chem Tech	Advanced General Worker
Kastl, M.M.	HMC Chem Tech, WSCF	Advanced General Worker
Kessler, M.D.	Chem Tech	Advanced General Worker
King, R.W.	Chem Tech	Advanced General Worker
Lambell, E.A.	Chem Tech	Advanced General Worker
Mack, L.C.	Chem Tech	Advanced General Worker
McCalmant, G.L.	HMC Chem Tech	Advanced General Worker
McColloch, T.A.	HMC Chem Tech	Advanced General Worker
Meyers, R.D.	Chem Tech	Advanced General Worker
Monteith, K.R.	Chem Tech	Advanced General Worker

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Employee	Position	Worker Category
Oleson, T.R.	HMC Chem Tech, WSCF	Advanced General Worker
Olsen, J.R.	Chem Tech	Advanced General Worker
Patterson, R.K.	HMC Chem Tech, WSCF	Advanced General Worker
Peale, G.L.	Chem Tech	Advanced General Worker
Peterson, S.L.	Chem Tech	Advanced General Worker
Purinton, A.D.	Chem Tech	Advanced General Worker
Rollison, M.A.	HMC Chem Tech	Advanced General Worker
Runnels, C.D.	HMC Chem Tech, WSCF	Advanced General Worker
Solbrack, J.L.	HMC Chem Tech	Advanced General Worker
Spellman, J.D.	Chem Tech	Advanced General Worker
Storm, R.W.	HMC Chem Tech	Advanced General Worker
Thomas, K.N.	Chem Tech	Advanced General Worker
Vallejo, M.S.	HMC Chem Tech	Advanced General Worker

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Restricted Access Area Signage	Approved by  J. E. Hyatt, Manager Hanford Analytical Services
Author:	D. B. Hardy
Organization:	222-S Operations

## 1.0 PURPOSE

This section provides guidelines for signage in temporarily restricted areas.

## 2.0 SCOPE

The guidelines provided in this section are applicable to rooms or areas that will be temporarily restricted due to potential hazards in the 222-S Laboratory complex or the Waste Sampling and Characterization Facility.

## 3.0 DEFINITION

### Restricted Area

An area that is posted because of potential hazards that exist for a temporary period.

## 4.0 RESPONSIBILITIES

### 4.1 Authorizing Manager

The authorizing manager is responsible for:

- Ensuring that signs are posted and removed in accordance with this section.
- Ensuring that workers are aware of the requirements of this section.

### 4.2 Worker

The worker is responsible for:

- Ensuring familiarity with applicable requirements listed in this section.
- Complying with requirements of this section.

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\*This is a total rewrite; therefore, no redlines are used to indicate changes.

**Restricted Access Area Signage****5.0 REQUIREMENTS**

- 5.1 When a potential hazard exists in a laboratory room or area, applicable signs will be posted. Multiple hazards may require posting of more than one sign prescribing Personal Protective Equipment. If there are overlapping requirements on these signs, the more stringent requirements will apply.

**6.0 PROCEDURE**

**NOTE:** For the purposes of this section, the Authorizing Manager will be the Shift Manager at 222-S Laboratory and the Building Operations Manager at the Waste Sampling and Characterization Facility. All actions are performed by the authorizing manager, unless otherwise noted.

- 6.1 Ensure that personnel are familiar with the applicable Material Safety Data Sheets and the laboratory safety practices prior to entry. (See WHC-SD-CP-HSP-001, *Westinghouse Hanford Company Chemical Hygiene Plan*.)
- 6.2 Notify Industrial Safety, the applicable organization, and ensure that an Industrial Safety representative will be available to monitor the room or area (for planned work, if warranted.)
- 6.3 Ensure that all entrances to the room/area are posted. Signage will be kept available in the Authorizing Manager's office.
- 6.4 Note the place, date, time, reason for posting, and dress requirements in the shift logbook.
- 6.5 Ensure that only personnel wearing Personal Protective Equipment are allowed in the posted area. The responsible manager will ensure that all personnel who are not wearing applicable Personal Protective Equipment are evacuated prior to the placement of signage.
- 6.6 Monitoring must meet requirements prior to removal of signs. Hazardous Materials Control and/or Industrial Safety will determine if monitoring is required. Monitoring, if appropriate, will be done to ensure the hazard no longer exists prior to posting being removed. Applicable release monitoring requirements will be specified in the technical work document associated with planned work.
- 6.7 Approve removal of signs. When monitoring requirements have been met, the Authorizing Manager will be contacted. Authorization, including date and time, will be entered in the shift logbook. The person authorizing the release will also be noted.

## 7.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

## 8.0 DESIGNATED REVIEWING ORGANIZATIONS

### Designated Reviewing Organizations

### POC

222-S Laboratory

D. B. Hardy/J. R. Prilucik

WSCF

G. E. Millward

Quality Systems

J. E. Hyatt

## 9.0 REFERENCES

WHC-SD-CP-HSP-001, *Westinghouse Hanford Company Chemical Hygiene Plan*.

**Restricted Access Area Signage**

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